

# COD Processing Update

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December 2, 2005

## *Direct Loan*

### COD News

#### **COD System Maintenance Planned For Friday, December 2, 2005 Through Sunday, December 4, 2005 (11/28/05)**

Due to system maintenance, the COD System will be unavailable for two periods during the weekend of December 2-4, 2005. The impact to COD users is as follows:

- From 8:00 P.M. (ET) on Friday, December 2, 2005 until 9:00 A.M. (ET) on Saturday, December 3, 2005, users will not be able to submit or retrieve data via the COD Web site.
- From 2:00 A.M. (ET) until 8:00 A.M. (ET) on Sunday, December 4, 2005, users will not be able to submit or retrieve data via the COD Web site. Additionally, batches submitted by schools will be held and not processed.

COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

#### **Extended Direct Loan Electronic MPN Web Site Outage For Sunday, December 4, 2005 (11/28/05)**

As a reminder, the Direct Loan Electronic Master Promissory Note (MPN) Web site is unavailable every Sunday morning from 5:00 A.M. until 11:00 A.M. (ET) while routine maintenance is performed. During this period, borrowers are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

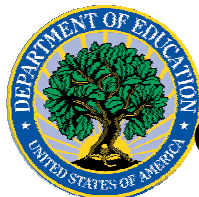
Due to COD System maintenance on Sunday, December 4, 2005, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 2:00 A.M. until 11:00 A.M. (ET). As previously noted, borrowers will not be able to complete or retrieve MPNs during this extended period.

COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.



#### **Unlocking And Resetting COD Web Site Passwords (12/02/05)**

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs



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his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the COD Web site, [www.cod.ed.gov](http://www.cod.ed.gov), and complete the following steps:

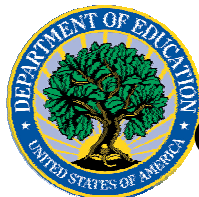
- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.
- Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
- Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "[Click here if you are looking for more information on Common Origination and Disbursement](#)" Link. To access the document *after* you log in to the Web site, click on the "Today's Updates" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0316UpdateCODWebsiteaccessforschools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0316UpdatedCODWebsiteaccessforthirdpartyservic.html>

### **COD School Testing For The 2006-2007 Award Year (11/28/05)**

The COD School Relations Center will conduct school testing for the 2006-2007 Award Year from January 2, 2006 through June 30, 2006. School testing provides schools, third-party servicers, and software vendors an opportunity to test business processes and system software with the COD System prior to the transmission and processing of actual



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production data. It also allows the opportunity to make corrections or enhancements to software applications prior to entering into the "live" production environment.

All entities that wish to participate in COD School Testing must submit the "COD School Testing 2006-2007 Sign-Up Sheet" to the COD School Relations Center. Schools, third-party servicers, and software vendors can submit the sign-up document beginning Monday, December 5, 2005. The sign-up document is located in the School Testing Guide, Volume V, Section 1 of the 2006-2007 COD Technical Reference posted on the IFAP Web site at <http://ifap.ed.gov/cod/0607CODTechRef.html> and is also available on the COD Web site, [www.cod.ed.gov](http://www.cod.ed.gov), by clicking on the "Today's Update" link.

For more information about COD School Testing, refer to the electronic announcement posted on the IFAP Web site at

<http://ifap.ed.gov/eannouncements/1128CODSchoolTesting0607.html>.

### **Hurricane Information (09/14/05)**

FSA has established a link on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/katrina.html>, as a central location for posting up-to-date hurricane information and guidance. Click on this link regularly for updates related to the impact of recent hurricanes on students, parents, borrowers, colleges and universities, and financial institutions that participate in the Federal higher education student assistance programs.

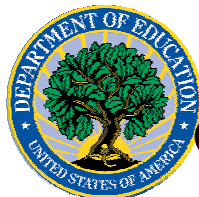
## Reports and Data Requests



This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Direct Loan Rebuild File—

Schools in need of this file should contact the COD School Relations Center.  
(10/03/05)



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## *Pell Grants*

### COD News

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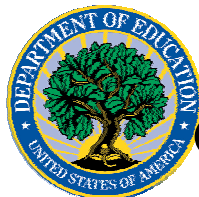


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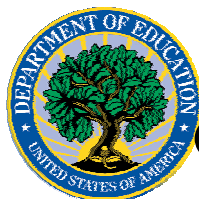
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### Updated Guidance On Making Refunds Of Cash (11/21/05)

To ensure the most accurate and timely processing of a Pell Grant refund of cash, schools should follow these guidelines:

- To the extent possible, a school should return funds electronically via the Grant Administration and Payment System (GAPS) Web site (<http://e-grants.ed.gov/egWelcome.asp>). (To access the ERefund functionality, click on the “E-Payments” link on the top navigation bar and log in by entering User ID and password.)
- Refunds of cash greater than \$100,000 **must** be returned electronically via the GAPS Web site.
- If a school needs to return funds via a paper check, it should mail the check to the Department at the following address:

U.S. Department of Education  
P.O. Box 979053  
St. Louis, MO 63197-9000

**Note:** Recently, the address to which paper checks should be mailed changed. While mail to the old address will be forwarded to the new address through June 30, 2006, please begin using the new address immediately. To assist schools in updating internal procedural documents, the old and new addresses are as follows:

Old Address	New Address
U. S. Department of Education	U.S. Department of Education
P.O. Box 952023	P.O. Box 979053
St. Louis, MO 63195-2023	St. Louis, MO 63197-9000

### Hurricane Information (09/14/05)

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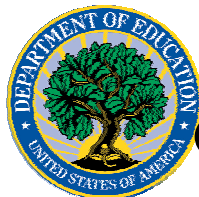
## Reports And Data Requests



### NOTICES

This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Pell Year-to-Date (YTD) Records—  
The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.



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- For rebuilds for the 2005-2006 Award Year, the school can submit the data request via the COD Web site or batch.
- For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com). The school should include "Pell YTD" in the subject line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone. [10/03/05 (Updated 10/27/05)]

### Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

<u>Issue</u>	<u>In Progress</u>	<u>Completed</u>
Pell Grant Information Not Updated In NSLDS	√	